



Capstone Project Tip Sheet

What is a Capstone Project?

The Capstone Project is a programmatic report due at the end of an Innovation in Nutrition Programs and Services (INNU) grantee's project. It includes materials grantees have created so other senior nutrition programs can replicate the project. The Capstone Project will be available on the [Nutrition and Aging Resource Center \(NRCNA\) website](#) for individuals to review. The information provided in a Capstone Project provides a detailed overview of topics such as funding and sustainability, recruitment, tools, advice for replication, frequently asked questions, and more. Additionally, appendices are included such as marketing materials, contract examples, how-to guides, etc.

▶ Who creates a Capstone Project?

INNU demonstration and research grantees develop a Capstone Project.

▶ Why is a Capstone Project necessary?

One of the purposes of INNU grants is to create innovative programs and replicate them nationwide. Additionally, as new grant opportunities become available, future grantees will look for a guide to help support the replication and build upon a new project.

When does a grantee develop the Capstone Project?

It is recommended that grantees start thinking about developing their Capstone Project in the last year of their grant.

Refer to the [INNU Grantee Reporting Calendar](#). The Capstone Project contains several review processes, as follows:

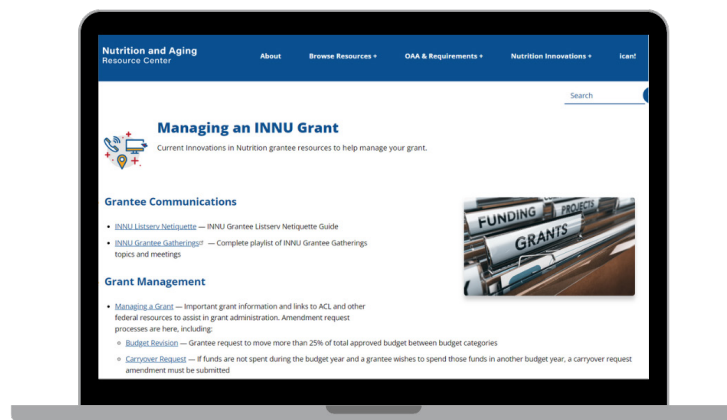
- Grantees submit first draft to NRCNA TA Liaison.
- NRCNA TA Liaison will propose edits for grantees to review within one month.
- Grantees edit and submit final Capstone Project to NRCNA TA Liaison. The second and final submission should be submitted without tracked changes (no markup).
- The Capstone Project including the list of appendices should be submitted as one Microsoft Word Document via the template. Each appendix material attachment should be submitted as a separate document, and the file name should include the appendix letter and the title of the document (e.g. Appendix A. Partner Presentation).

Where are resources located to develop a Capstone Project?

[Managing an INNU Grant](#) was created to support grantees and provide resources in relation to managing a grant. PDFs are available as examples of content, and Microsoft Word documents are available to download and edit.

- The [Capstone Project Template](#) was developed to use as a guide. Grantees may download the full report and edit the template to inset specific information.
- Use the [Capstone Executive Summary](#) to provide a quick snapshot of the project (goal, objective(s), overview of project and results).
- The [Capstone Project Training](#) is a recorded session to answer any additional questions that could arise.
- [508 Compliance Guide](#) provides tips to make Microsoft Word documents compliant and accessible. Grantees are encouraged to make materials 508 compliant, as all materials posted on the NRCNA website must be compliant. The NRCNA will complete a 508-check and review when the Capstone Project is received.

Check it out today!



<https://acl.gov/senior-nutrition/managing-innu-grant>

Frequently Asked Questions

- Do grantees need to use a disclaimer on items within the Capstone Project?
 - Yes. Grantees will provide the ACL disclaimer on all documents with the INNU grant number specified.
 - Disclaimer: "This project was supported in part by grant number 90XX#### from the Administration for Community Living, U.S. Department of Health and Human Services, Washington, D.C. 20201. Grantees undertaking projects with government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official ACL policy."
- If grantee work will be published through a journal, how does a grantee do this without jeopardizing the information?
 - It is recommended to exclude information in the Capstone Project that may jeopardize research. Per the Notice of Funding Opportunity, products that are funded are to be made publicly available. Grantees could indicate that they may be contacted by other organizations interested in licensing specific products.
 - E.g.: In regards to data, modify the Capstone Project to include the general highlights, versus detailed research findings or in-depth analysis.
- How do grantees decide which materials to include in the appendices?
 - Include only materials that would be helpful for someone to replicate the project; marketing materials, contract examples, how-to process guides, and intake forms would be examples to include.
 - Identify each attachment in alphabetical order (e.g.: Appendix A, B, C, etc.)
 - Include title of document and one-sentence description of the material.
- What type of references should grantees include in the Capstone Project?
 - List any references using [American Medical Association \(AMA\) Citation](#).